

FINANCIAL AND ADMINISTRATIVE SERVICES

School Audit Requirements

Missouri Department of Elementary and Secondary Education

Audit RSMo & Administrative Rule

- Statutory requirement for audits found in Section 165.121, RMSo.
- DESE's Administrative Rule governing audits is 5 CSR 30-4.030.
- Full text of the rule can be found on the <u>Secretary</u> of <u>State</u> website



Audits Webpage

http://dese.mo.gov/financial-admin-services/school-audits

School Audits

Home » Financial & Admin. Services

All Missouri school districts, including charter schools, are required to be audited annually and to submit a copy of the audit report to the Department of Elementary and Secondary Education. In addition, districts/charter schools that expend more than \$500,000 of federal funds during the fiscal year must have a Single Audit.

- Audit Requirements
- Schedule of Selected Statistics
- Schedule of Selected Statistics (fillable)
- Schedule of Selected Statistics Supplementary Information

Beginning with the 2013-2014 school year, DESE is implementing the district's annual audit review via the Tiered Monitoring System. This system will automate several manual processes and provide a systematic, interactive approach to resolve audit findings.

Use of the Tiered Monitoring System is mandatory beginning with the 2013-2014 school year audit documents. The audit submission deadline of December 31 has not been affected by the implementation of the new process.

- Documentation Upload Instructions 🙆
- User Access Guide 🙆



Audit Requirements

- An audit is required for all districts and charters annually.
- Audit must be an independent audit contracted by the local Board of Education.
- Audit services should be bid in accordance with Board policy. No statewide procurement requirement.



- The firm selected to perform the audit must hold a current permit to practice in Missouri and meet all requirements for CPE and peer review, including any subcontractors.
- Local Board is responsible for accuracy of financial statement and note disclosures, and assertions related to compliance with federal and state laws and regulations.



- □ Funds that must be included in the audit:
 - General
 - Special Revenue
 - Debt Service
 - Capital Projects
 - Fiduciary Funds
 - Proprietary Funds
 - Component units







- Financial statements may be prepared on accrual, modified accrual, modified cash, or cash basis.
- Every audit should have at least 3 reports from the auditor:
 - Independent Auditor's Report on the financial statements
 - Report on Internal Control Over Financial Reporting and On Compliance and Other Matters
 - Report on Compliance with Missouri Laws and Regulations

- Other information that should be included:
 - Management's Discussion and Analysis
 - Schedule of Selected Statistics



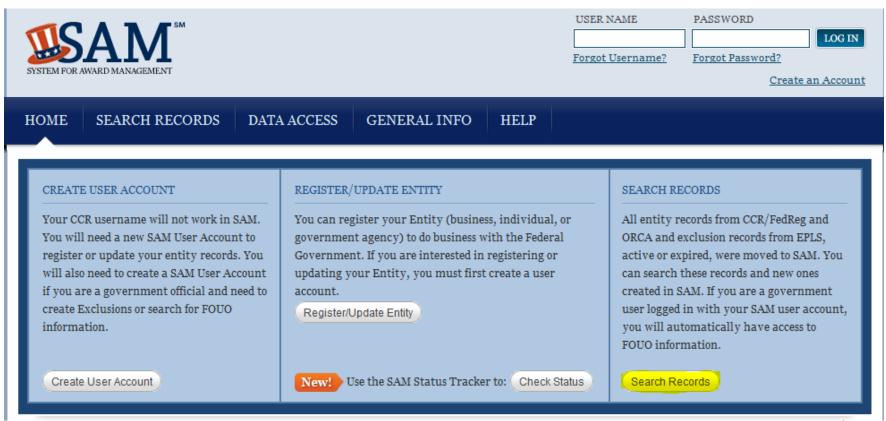
Single Audit Requirements

- □ Uniform Grant Guidance Subpart F-Audit Requirements (2 C.F.R. §200.500)
- □ A Single Audit may be required if expenditures of federal funds exceed \$750,000.
- The firm selected to perform the Single Audit cannot be suspended or debarred by the Federal Government. To determine the firm's status, look them up at:

https://www.sam.gov/index.html/#1



Suspension & Debarment Verification





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View assistance for Search Records



USER NAME	PASSWORD	
		LOG IN
Forgot Username?	Forgot Password?	noo nv
Forgot Osername:	FOIgot Password:	

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

Search Records

Looking for entity registration records or entity exclusion records in SAM?

- * Use Quick Search if you know an entity's Business Name, DUNS number or CAGE code.
- * Use Advanced Search to structure your search using multiple categories and criteria.

Are you a Federal government employee?

* Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?

* In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's Dynamic Small Business Search.

Trying to find a contractor participating in the Disaster Response Registry?

* Use the <u>new Disaster Response Registry Search</u> to search for contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

QUICK SEARCH: Enter your specific search term	ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.
(Example of search term includes the entity's name, etc.)	ADVANCED SEARCH - ENTITY
DUNS Number Search: Enter DUNS number ONLY CAGE Code Search: Enter CAGE code ONLY	ADVANCED SEARCH - EXCLUSION
SEARCH Need Help?	DISASTER RESPONSE REGISTRY SEARCH

Single Audit Requirements cont.

- Additional information included in the Single Audit:
 - SEFA Schedule
 - Independent Auditor's Report on Compliance with Federal Requirements
 - Schedule of Finding and Questioned Costs



Single Audit Requirements cont.

 DESE is required to follow up on any audit findings related to a federal program.

 DESE may request additional documentation during the audit resolution process.



Audit Submission

- Complete audit must be submitted to DESE via
 Tiered Monitoring system by December 31.
- Failure to submit the audit by December 31 could result in state aid payments being held until the audit is received.
- Audit needs to be submitted to DESE as a .PDF file.
- A summary of the financial statements must be published within 30 days of receipt of the report.

Audit Submission cont.

- Signed board minutes approving the audit and any management letter received from the auditor must also be submitted as a .PDF file in the Tiered Monitoring System.
- The minutes and letter may be submitted after the December 31 deadline. NOT THE AUDIT!
- Before submitting the audit documents, review the guidelines in September 2015 Finance Memo to ensure audit is complete.

Audit Submission Method

 All audit documents are required to be uploaded via the Tiered Monitoring System

Tiered Mo	nitoring - LEA Home
Desk Monito	ring
	There are no Desk Monitorings to display.
Pending On-	Site Monitorings
program will be contactin required from the district After the On-Site Monitor Monitoring will then appe	ite Monitorings that your district/LEA has been selected to receive. The Department contact for each applicable g your district/LEA to schedule the exact date(s) and time(s) of the on-site review. If any documentation is ILEA, the "Go to Uploads" link will provide additional information regarding the specific documentation required. In a visit, the district/LEA will be notified of any Corrective Action Plans (CAPs) issued. The On-Site/Phone are under the "Desk Monitoring" section above for the district/LEA to provide any additional on requested or indicate how the district/LEA will correct deficiencies and/or implement procedural changes in the each CAP issued.
	There are no pending On-Site monitorings.

Financial Audit

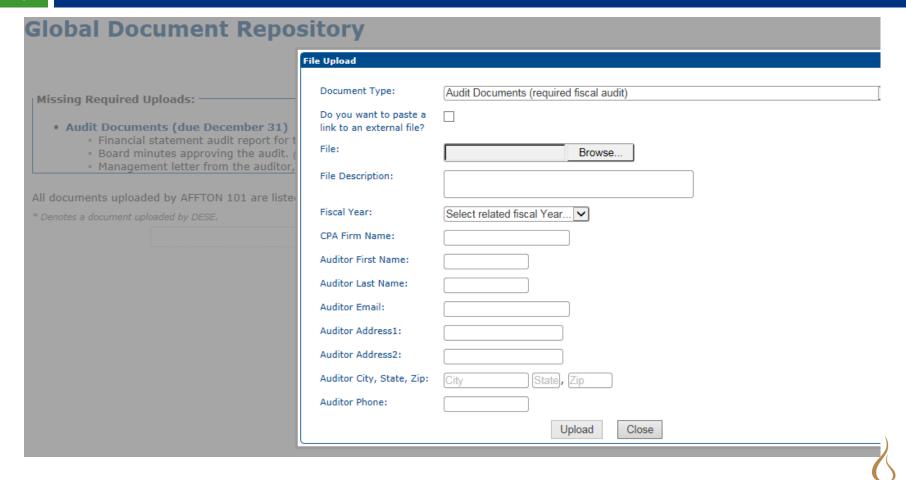
The required 2014-2015 school year audit document is now due by December 31. Reminder to upload this
document into the 2015-2016 year. Please upload via the repository.



- Calendar view
- Global document repository (uploads)
- · Maintain user security
- Correspondence



Audit Submission Method



I'M VERY PLEASED WITH HOW THE **AUDIT WENT.** Paul Gilbert QUOTEHD.COM



I Love Internal Controls ... by accountingcelebrity

Zazzle



Questions?





Contact Us

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